

Post Details		Last Updated: 05/09/2024	
Faculty/Administrative/Service Department	Faculty of Engineering & Physical Sciences		
Job Title	Centre Administrator		
Job Family	Professional Services	Job Level	2B
Responsible to	ATI Director (dotted line to PA to ATI Director)		
Responsible for (Staff)	n/a		
Job Purpose Statement			
<p>The post holder will be responsible for contributing to the efficient and effective administration of the Advanced Technology Institute (ATI), which includes the Ion Beam Centre (IBC), through the provision of secretarial and administrative support and to provide an efficient high quality service to staff and students at all times. They are responsible for ensuring that the administrative requirements of the Institute are implemented effectively and maintained in accordance with University policy. The post holder will play a key role in the administration of the day-to-day delivery and support for all ATI (inc. IBC) academics and PGR activities. As part of the wider faculty administrative team the role will at times support other Centres or Schools where required.</p>			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. Working with the PA to the Director of ATI in providing administrative support to all academic staff in the ATI, inc. IBC, by acting as the first point of contact for queries from academic staff, current and prospective PGR students, processing payments/invoices through Agresso, diary management for meeting rooms, visitor parking permits, producing documents/presentations as required. and maintaining centre publication databases and records. 2. Responsible for the day-to-day management and administration of all PGR operations within the Centre. Including student reviews and arranging viva examinations, keeping accurate records of student files and monitor and ensure satisfactory progression. Arrange ATI PGR induction sessions and welcome event for all new starters. Work in conjunction with other departments within the University to ensure students are supported (Research Degrees Office, FRIO, Student Finance, Admissions). Attend monthly PGR Admin and PGRD meetings to report on Centre activities. Contribute to the overall pastoral care for all ATI PGR students. Working with the Associate Dean of the Doctoral College (ADDC), Finance and Legal to set up studentships (including industry funded). 3. To provide secretarial support to the Director of the Ion Beam Centre (IBC). 4. Undertake marketing activities in the Centre (including organisation of events, seminars, national/international meetings, social media, promotional material (posters, brochures and banners) and updating the centre's webpages (using Drupal) and updating the Centre's visual displays using OnSign. 5. To support the administration of the Quality Assurance (QA) activity across the IBC. 			
N.B. The above list is not exhaustive.			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
-

Elements of the Role

This section outlines some of the key elements of the role.

Planning and Organising

- The post holder will have the freedom to manage their individual work tasks as appropriate and will be expected to demonstrate initiative in organising their work towards key deadlines set by the School Administration Manager, Senior Leadership Team, and Faculty.
- Requests for work and information will arise from a variety of stakeholders, including (but not limited to) the Director of ATI, Director of IBC, PA to the Director of ATI, Senior Leadership Team, School Administration Manager, staff, students, visitors, Faculty and University staff. The post holder will be expected to review, prioritise, and respond to these requests using their experience and judgement about deadlines and importance.

Problem Solving and Decision Making

- When deciding upon a course of action to resolve a problem, the post holder will normally draw upon their previous experience as well as referring to Faculty and University policies and procedures.
- When managing more complex problems, the post holder will be expected to review and analyse the problem, putting forward a solution to the School Administration Manager.
- Although the role is covered by standard instructions and procedures, there may on occasion be some latitude to alter the sequence of procedures, based on varying situations encountered.

Continuous Improvement.

- The post holder may be required to suggest improvements or developments to current working practices in consultation with their manager, in order to ensure the smooth running of the service they provide.

Accountability

- The post holder is expected to exercise judgement in the management and planning of their day-to-day activities, ensuring work is prioritised so that key deadlines are met.
- The post holder will be expected to have a sound knowledge of appropriate policies and procedures relating to their role, referring to them to resolve problems and issues as they arise.

Dimensions of the role

- The post supports the Director of ATI, Director IBC, ATI Leadership Team, academic and research staff, liaising with School, Faculty and University administrators and service departments and with external contractors and suppliers.
- The post-holder will respond to enquiries and requests from students and other members of the University and from individuals and institutions from outside the University.

- The post holder does not hold any budgetary responsibility.
- The post holder will operate within the wider faculty administrative team and may need to support other Centres or Schools throughout the year.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

HNC, A level, NVQ 3, HND level or equivalent with a number of years' relevant experience.

Or:

Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles.

E

Technical Competencies (Experience and Knowledge)

**Essential
/
Desirable**

**Level
1-3**

Relevant administrative experience gained from a busy office environment

E

2

Experience providing secretarial support to senior leadership

E

2

Excellent Microsoft Office Skills (e.g. Word, Excel, PowerPoint, Outlook etc.)

E

2

Experience in providing administrative support to a Quality Assurance process or familiarity with working within a regulated environment

E

2

Experience of working independently without supervision as well as in a team environment

E

2

Experience of webpage maintenance, marketing and social media

D

n/a

Experience of working within the Higher Education sector

D

n/a

Special Requirements:

**Essential
/
Desirable**

n/a

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.

**Level
1-3**

Communication

2

Adaptability / Flexibility

2

Customer/Client service and support

2

Planning and Organising

2

Continuous Improvement

1

Problem Solving and Decision Making Skills

2

Managing and Developing Performance

2

Creative and Analytical Thinking

1

Influencing, Persuasion and Negotiation Skills

1

Strategic Thinking & Leadership

n/a

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this

and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

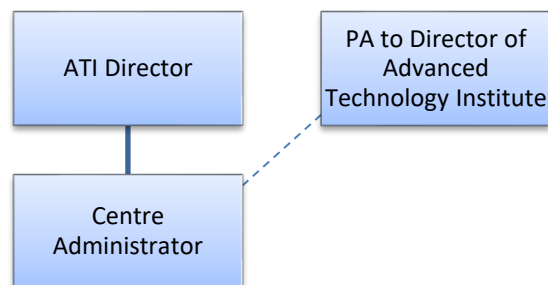
Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The Advanced Technology Institute is a multi-disciplinary research centre dedicated to advancing electronic and photonic device technologies. It includes the following research groups: Surrey Ion Beam Centre; Nano-Electronics; Photonics and Quantum Sciences; Theory and Computation. There are approximately 18 academics, 27 RAs and 55 PhD students. There is over 1500 square metres of laboratory space using high-pressure, high-pressure lasers, ion beam accelerators, electron microscopy and other techniques. Within this space is the clean room with class 1000 and class 100 areas used for several hazardous and highly toxic gases for which thorough risk assessments and strict management controls are needed.

Department Structure Chart



Relationships

Internal

- Senior Leadership across all of ATI
- Academic colleagues across the University
- Professional Services and Technical colleagues across the faculty
- Students across the School

External

- Industry partners